



City of South Bend

Vacancy Announcement

Post Date: Monday, July 20, 2015

Closing Date: Until Filled

### **GOLF CONCESSIONS-ELBEL**

**Category:** Part Time

**Department:** Parks & Recreation

**Reports To:** Concession Manager

**Schedule:** Varied schedule Sunday-Saturday, 7AM- 8PM based on operational needs.

**Pay Rate:** \$7.25-\$8.50/hr. (Non-Exempt)

**Position:** SUMMARY

Prepares and serves food to the general public during daily operations as well as special events. To provide and maintain Health Department standards and quality customer service to patrons.

#### **SUPERVISION EXERCISED**

Responsible for overseeing concession functions.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Serve as a representative of the City of South Bend, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
- Attends trainings and orientation.
- Assist in the daily, as well as weekly, clean-up of facilities and grounds.
- Responsible for daily attendance figures of the facility to be turned into Supervisor every Friday.
- Helps unload and stock concession areas.
- Be trained in proper guest relations and positive attitudes while dealing with the general public.
- Knowledgeable of Health Department policies and regulations. Could be subject to handle impromptu audits from the Health Department.
- Serves, cooks food, and rotates stock after daily inventories.
- Balances cash register after each shift and prepares deposit slips for bank deposits.
- Responsible for overages or shortages.

**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assumes additional responsibilities as requested.

**QUALIFICATIONS**

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE**

- High School Diploma or equivalent education preferred.
- Must be 21 years of age.

**KNOWLEDGE, SKILLS AND ABILITIES PREFERRED**

- Good communications skills working with the public.
- Working knowledge of City or County government a plus.

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Driver's License required if driving City vehicle
- Bartender's Permit

**EQUIPMENT**

Slushy machine, cheese machine, coffee maker, hot chocolate machine, hot dog machine, cash register, grills, griddle, refrigerators, freezers, and calculators.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

**WORK ENVIRONMENT**

Work is performed inside and outside facilities or trailers noise levels can be quiet to moderately loud. Individual works in various weather conditions which include extreme hot or cold conditions.

**EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

**TO APPLY**

All applications for currently posted positions will be submitted online at [www.southbendin.gov](http://www.southbendin.gov) or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12<sup>th</sup> Floor, South Bend, IN 46601.

**Drug Screen Required**

**Comprehensive Background Check Required**